



**Service Coordination Mechanism (SCM)**

**I. Service Coordination**

- **The Miami County Service Coordination Mechanism shall serve as the guiding document for the agencies of the Miami County FCFC to provide a cross system support plan for youth with multiple needs.**
- Service Coordination is a broad based, neutrally-positioned, youth and family driven, cross-system (team) planning process by which previously identified and existing resources and supports are coordinated to determine the least restrictive plan of success for youth with complex needs (Ohio Family & Children First (OFCF) SCM Guidance, Pg.11).

**II. Youth or family must meet at least three of the criteria below to receive services from FCFC**

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| <ul style="list-style-type: none"> <li>• Families with children 0-21.</li> <li>• Youth at risk of out-of-home placement.</li> <li>• Families in crisis and in need of intensive services to support a stable home environment.</li> <li>• Family is willing to actively meet with the Miami County Service Coordination Team (MCSCT) to assist the family in creating a unified plan.</li> <li>• Youth living in poverty.</li> <li>• Youth who are identified as abused, neglected, dependent, at-risk to be unruly, adjudicated unruly, adjudicated delinquent, or at-risk of abuse, neglect or dependency, as well as children with non-behavioral health needs such as those who are medically fragile.</li> </ul> | <ul style="list-style-type: none"> <li>• Youth who are at risk for or who have developmental delays and/or disabilities including Autism Spectrum Disorder.</li> <li>• Youth or families with mental health needs or substance abuse (alcohol/drug) needs.</li> <li>• Youth or family is requesting service coordination.</li> <li>• Youth or family is a Miami County resident.</li> <li>• Individual Education Plan with School District (IEP).</li> </ul> |
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**III. Agencies involved with a multi-system youth may include but not limited to:**

Miami County Board of DD-Riverside  
 Miami County Child Protective Services  
 Miami County Dept. of Job and Family Services  
 Miami County Educational Service Center  
 Miami County Juvenile Court  
 Miami County Health District

Miami County Help Me Grow  
 Miami County Family and Children First Council  
 Recovery & Wellness Center of Midwest Ohio  
 Parent Advocacy Connection  
 Miami County Recovery Council  
 Samaritan Behavioral Health

Council on Rural Services/Head Start/Gateway  
Tri-County Board of Recovery & Mental Health Svcs.  
Viaquest, Inc.

Other agencies as needed  
Other Mental Health agencies  
School District involve

**IV. Miami County Service Coordination Team (MCSCT) members include:**

- The Miami County Service Coordination Team (MCSCT) includes but is not limited to the agencies listed above in “Agencies involved.”

**V. Miami County Service Coordination Team (MCSCT) Meetings Guidelines, & Expectations**

- The goal of the Miami County Service Coordination Team (MCSCT) is to keep Miami County youth who are at risk of out of home placement in the home with their family.
- Team meetings will take place twice a month. Times and locations of the meeting will be determined by the FCFC Program Coordinator with input from the team.
- Miami County Service Coordination Team (MCSCT) is a collaboration of county agency Service Coordination Liaisons to provide services and resources to a youth and/or family with extraordinary needs.
- The FCFC Program Coordinator will notify all team members of upcoming meetings either by phone or email.
- Service Coordination Liaison will notify their youth/family members about upcoming team meetings.
- A Service Coordination Liaison who would like to present a youth or family to the team will fill out the referral packet (see below in “referrals” section) and submit it to the FCFC Program Coordinator. If the youth or family is eligible to receive FCFC services then the FCFC Program Coordinator will schedule the case for the next team meeting to review the referral.
- The FCFC Program Coordinator will schedule and facilitate meetings.
- A family can request a team meeting by contacting their Service Coordination Liaison or the FCFC Program Coordinator.
- The family can indicate additional persons to be invited to the team meeting for support.
- A team meeting should take place prior to a youth being placed in an out-of-home placement; or within ten days after a placement in case of an emergency.
- The services and supports along with who is responsible will be discussed in the team meetings and indicated in the team meeting notes.
- Miami County Service Coordination Team (MCSCT) will discuss and make recommendations for approval or denial of routine Funding Requests made in meetings. In an emergency situation FCFC Program Coordinator may approve or deny Funding Requests. The FCFC Program Coordinator will report back to the team in the next MCSCT meeting to discuss these emergency requests.

**VI. Referrals**

- The agencies listed above in “Agencies involved” will participate in the Service Coordination Process by having Service Coordination Liaisons complete the Referral Packet and other forms that shall be submitted to the FCFC Program Coordinator.
- The Service Coordination Liaison will assure that the referral packet is completed and correct then forwarded to the FCFC Program Coordinator within 30 days of the opening date.

- Items to be filled out in the Referral Packet include:
  - i) Release of Information
  - ii) Referral Form
  - iii) Service Coordination Plan
  - iv) Crisis/Safety Plan
- The Service Coordination Liaison making the referral must present the case at a Miami County Service Coordination Team (MCSCCT) meeting to determine the best plan of action to meet the needs of the family and/or youth.
  - i) Service Coordination Liaison making the referral will be acting as the presenter for that youth in the team meetings. This includes:
    - (1) Arranging transportation (if needed) for family
    - (2) Identifying additional team members/agencies for family
    - (3) Presenting information on the case
    - (4) Discussion of the concerns, overall aspects of family, the needs, future plans, etc.
- Individuals or families can refer themselves to the FCFC Program Coordinator. If eligible the FCFC Program Coordinator will then present to the team for a further case review.

## **VII. Open Families/Forms/Records**

- The Service Coordination Liaison for the youth/family will be responsible for the service coordination for their open family's case plan.
- The FCFC Program Coordinator will be responsible for the initial service coordination for referrals received from Miami County Schools and self-referrals.
- Case Plans are required to be updated every 90 days. The Service Coordination Liaison will be responsible for all of their case plan updates. If case plans are not updated then FCFC Program Coordinator will close the case.
- The Service Coordination Liaisons will use the Service Coordination Forms to assess for the strengths, needs, and cultural diversity of the youth and family.
- The Service Coordination Liaison will report progress on the goals on the Service Coordination Update form to the FCFC Program Coordinator.
- The Release of Information Form needs to be updated annually.
- A Termination Form for a case can be completed under any circumstance.
- All agencies and the Miami County Family & Children First Council will maintain confidentiality of all information and records.
- The Service Coordination Liaisons will report/track progress on goals to the FCFC Program Coordinator.
- The FCFC Program Coordinator will review the plans to assure they are responsive to the youth's and family's strengths, needs, family culture, race and ethnic group, and are provided in the least restrictive environment.
- The FCFC Program Coordinator will work closely with the Service Coordination Liaisons who are serving youth who are alleged and/or adjudicated unruly and delinquent with a focus of keeping the youth from a deeper involvement in the juvenile court system.
- The Service Coordination Liaisons will work with the youth and family along with the team to set time lines for the goals that are attainable and reasonable.

## **VIII. Funding Requests**

- These are completed by the Service Coordination Liaison. The Service Coordination Liaison will forward the completed Funding Requests to the FCFC Program Coordinator for review and approval by the team.
- An initial Miami County Service Coordination Team (MCSCT) meeting must take place before a youth/family can begin receiving FCSS funded services, except in emergency situations. The Service Coordination Liaison referring will act as the presenter as stated in “referrals” section.
- Funding Requests need to support the identified goal in the Service Coordination Plan.
- If the Case Plan is not up to date on a youth or family then FCSS funding request will not be accepted until the case plan is updated. Once the plan is updated then the youth/family can begin receiving FCSS funded services.
- Funding Requests will be approved following the FCSS Guidance.

## **IX. FCFC Program Coordinator Responsibilities**

- The FCFC Program Coordinator will record all open cases and review documentation to assure compliance with requirements.
- FCFC Program Coordinator will provide support, information, and referrals for Service Coordination Liaisons and teams.
- FCFC Program Coordinator will facilitate Service Coordination Team meetings as needed.
- FCFC Program Coordinator will assure that FCSS Funding Requests meet all necessary guidelines.
- FCFC Program Coordinator will monitor and review the Service Coordination Mechanism to assure it follows the most up to date rules and laws.
- FCFC Program Coordinator will monitor Release of Information (ROI), case plan updates, and terminations.

## **X. Dispute Resolution**

- Current (6/19/2019) dispute resolution policy will remain in force with no changes.
- See attached Dispute Resolution Process.